

# Loyola University Chicago

## Mail Center Operations

### *Mail Services Guide for Students (WTC)*

#### GENERAL INFORMATION

The **Loyola Mailroom** is located at **837 North State Street** (just north of the School of Ed Building) The Mailroom will provide letter and package service for all students residing in Loyola's newest residence hall. The Mailroom features mailboxes with combination locks. The boxes are located on the Fourth floor. Please refer to the **Combination Instructions** located above each bank of mailboxes.

#### Hours of Operation:

**Water Tower Campus: 8:00 am – 5:30 pm ( Mon. – Fri. )**  
**The Mailroom is closed on Sunday**  
**Questions or Concerns – Please contact:**

**Jose Corona, Mailroom Site Manager @ 773-508-7728**  
**or**  
**Kim Saffold, Mailroom, Assistant Site Manger @ 312-915-6128**

#### MAIL SERVICE DURING UNIVERSITY HOLIDAYS & BREAK PERIOD

Mail and packages are received by the Mailroom throughout the school year and routed to the Residence Life Office where they will be securely held until the student is able to retrieve them.

#### INCOMING USPS MAIL

The Loyola Courier, Dynamex, picks up all available Loyola mail/packages from the USPS each morning, Monday through Friday, and delivers these items to the Mailroom between 8:00 am and 9:00 am daily. Student Mail will be sorted and placed in the student's mailbox by 12:00 pm each day. Unidentified mail will be researched on a daily basis utilizing databases supplied by the Residence Life Office. Please remember that the actual time you receive your mail may vary depending upon the time mail is available for pick-up from the USPS and the volume of mail received on a given day.

**Note: It is recommended that family, friends, and relatives do not send cash through the United States Postal System.**

Please be advised that your **Billing Address** for cable service, credit card statements, subscriptions, etc is:

**26 East Pearson**  
**Mailbox # \_\_\_\_\_**  
**Chicago, Illinois 60611**

#### OUTGOING USPS MAIL

All outgoing USPS Mail can be delivered to the Loyola University Mailroom. **All outgoing mail is picked up by the USPS daily between 4:30 pm. and 5: 00 pm.** This mail must have proper postage affixed to it.

**An Official USPS Mailbox** is located on the corner of Pearson and State Street.

Loyola University Chicago is serviced by the Fort Dearborn Post Office, located at 540 North Dearborn, Chicago, Illinois 60610-9998.

#### MAIL FORWARDING

In order to insure timely and accurate mail delivery, all resident students are required to complete a **Mail Forwarding Change of Address Form** if they permanently leave the University or return home after the school year. These forms will be available in the Loyola Mailroom and at the Fort Dearborn Post Office. Completed forms can be dropped off at the Loyola Mailroom, the Fort Dearborn Post Office, or deposited in any United States Postal Mailbox.

**Mail that is not forwarded under the conditions listed above will be returned to sender.**

#### SERVICE OFFERINGS

Incoming letter mail and packages arriving via USPS, Fed Ex, UPS, Airborne, DHL, and all other express services will be received by the Loyola University Mailroom. The Mailroom Staff will route the packages to the Residence Life Office in the Water Tower Student Center and Residence Hall. Students can retrieve their packages from the Residence Life Office between the hours of \_\_\_\_\_.

It must be addressed as follows to insure accurate & timely delivery.

***Student Name***  
***26 East Pearson***  
***Mailbox # \_\_\_\_\_***  
***Chicago, Illinois 60611***

Students will receive package notification via an e-mail to their **Loyola e-mail address.**

In the event the recipient is not available, the package will be held in a secured Residence Life office. All efforts will be made to contact the individual to request that he/she retrieves the package as soon as possible.